

INVITATION TO BID

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project: *[insert title of project]*

Bidding procedures shall be in accordance with M.G.L. c. 149, SS44A-44J, and all other applicable laws.

Only pre-qualified General Contractors can bid on this project. Contractors must submit with their bids a copy of the Contractor's certificate of eligibility (DCAM Form CQ7) and an Update Statement (DCAM Form CQ3), both in the work category of: **General Contracting**

The estimated project value is: \$ *insert dollar amount*

Only pre-qualified sub-bidders in the following sub-trades may submit bids.
Pre-qualified Sealed filed sub-bids for:

- *04200-Masonry
- *05500-Miscellaneous Metal Work
- *07100-Waterproofing, and Caulking
- *07500-Roofing and Flashing
- *08510-Steel Windows
- *08800-Glass and Glazing
- *09200-Lathing and Plastering
- *09300-Ceramic Tile
- *09510-Acoustical Tile
- *09620-Resilient Flooring
- *09650-Resilient Flooring
- *09900-Painting
- *15400-Plumbing
- *15500-Heating, Ventilation & Air-Conditioning
- *16100-Electrical

Please submit an original and one copy of all bids.

All sealed Filed Sub-Bids (FSB) shall be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 until *insert day, date and time* at which time all sub-bids will be publicly opened and read aloud.

Sealed General Contractor (GC) bids will be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 until *insert day, date and time* at which time all general bids will be publicly opened and read aloud.

Plans and specifications will be available from Monday 8:30 a.m. to 8:00 p.m., Tuesday through Thursday, 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 12:00 noon, at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 from *insert date plans and specs available* upon deposit of \$ *insert dollar amount* for each set in the form of a check made payable to the City of Cambridge. **The deposit will be refunded after the return of the documents in good condition within and no later than the time period set forth in the Instructions to Bidders, whether or not a bid was submitted.** Any person requesting more than two sets will be required to pay a nonrefundable fee in the form of a separate check for each additional set in the amount of \$ *insert dollar amount per set*. Due to the size and weight of the printed project documents, the Purchasing Department prefers and requests that you notify them by phone or e-mail 24 hours in advance of your anticipated pick-up to insure that they have sufficient quantity for you and to instruct you as to where in the building they can be picked up.

The contract documents may be examined at the Office of the Purchasing Agent, Room 303, City Hall, 795

Massachusetts Avenue, Cambridge, MA 02139, or at the plan room of Dodge Reports, 24 Hartwell Avenue, Lexington, MA 02173, Construction Market Data, 75 Second Avenue, Suite 320, Needham, MA 02194, New England Construction News, 100 Radnor Road, Suite 102, State College, PA.

All questions must be faxed no later than 5:00 PM on , to the City of Cambridge Purchasing Department, fax #617-349-4008.

All general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check issued by a responsible bank or trust company made payable to the City of Cambridge or a bid bond, in an amount not less than five percent (5%) of the value of the bid. The successful general bidder will be required to furnish a Performance Bond and a Labor and Material (Payment) Bond each in the amount of one hundred percent (100%) of the contract sum. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The successful bidder will also be required to comply with the provisions of Chapter 306 of the Acts of 2004 in regard to required OSHA approved safety & health training.

The City of Cambridge reserves the right to reject any or all general bids if it is in the public interest to do so. The City of Cambridge reserves the right to reject any sub-bid on any sub-trade if it determines that such sub-bid does not represent the sub-bid of a person competent to perform the work as specified or that less than three such sub-bids were received and that the prices are not reasonable for acceptance without further competition.

No less than the prevailing wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge:

1. Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program;
2. Minority Business Enterprise Program or Minority/Women Business Enterprise Program if project is subject to Ch193 Acts of 2004
3. Cambridge Employment Plan: minority/women/resident hiring ordinance.
4. Cambridge Responsible Employer Plan.
5. Cambridge Living Wage Ordinance
6. OSHA Certification
7. CORI City Policy

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor and sub-contractor must comply.

A pre-bid conference for all bidders will be held as follows:

Date:
Time:
Place:

Cynthia H. Griffin
Purchasing Agent

6/29/2010